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### Recommended Citation

Andrews University, "Unclassified" (1994). *Unclassified*. 6.  
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# UNCLASSIFIED

## Newsletter of James White Library

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September 1994

New series, no.6

### **NEW PROCEDURES IN LIBRARY ACQUISITIONS**

A part of the library's organization this summer was the establishment of a new office -- the Office of Resources Development, headed by Harvey Brenneise. This office joins the collection development functions formerly performed in the departments of Collection Development, and Periodicals. The technical processing of orders will be performed in the new Technical Services Department.

During the next year or so, the library will be examining its assumptions and past practices in its acquisition of information resources, including budgeting and priority issues (book, periodical and electronic resources), standing orders, weeding, review of all collection development policies, and development of improved strategies of resources acquisition and reporting mechanisms to the original requestor. Improved reports on book funds, new arrivals, and backlogs are currently under development and will be announced shortly. Faculty input is welcome.

Effective immediately are the following procedures for book orders. All book orders are sent to the Resources Development Librarian who approves them for purchase. Orders in special development areas, such as the Seminary, Music Department, Architecture Department, Media Center, Adventist Heritage Center, and Information Services (Reference Department) are routed through the heads of the appropriate library departments.

In order to balance incoming book requests with allocated budgets and to ensure that the highest priority materials are purchased first, the following codes should be used on all new

book orders. Orders which are needed immediately for the use of a class should be marked RUSH. The library will interpret this to mean: Do this immediately using the quickest possible method regardless of cost. Because of the higher cost involved (which comes out of the allocated book budget) and because library staff can only handle a limited number of such requests, we ask that this method be used as little as possible.

Regular book and media orders should be marked with the following codes (A--highest priority; B--lower priority; C--order only if funds remain). When a book is approved for purchase library staff will place the order in JeWeL. Those which cannot be ordered immediately will be coded so that the catalog says, "under consideration." Using the above codes, the library will order books as funds are released (10% of the specific budget over each of 10 months). At the end of the year, the library will print a list of all books still "under consideration" for which there is no budget. Departments will be asked to reconsider these items. The library will consider all book requests that have not been priority marked to be C priority (order only if funds remain).

Since the library no longer uses 3x5 cards in its order process, it is no longer necessary to use these for book orders. The library will accept requests in any of the following methods: 3x5 order cards, marked advertisements (which often contain useful information in the ordering process), or through JeWeL (under "Library Information, Additional ---"). In all orders please include as much of the following information as possible: author, title, publisher, price, ISBN or OCLC number, date, your name, your department.

Establishing new policies and procedures will

take some time. We ask for your input and patience as we go through this process. If you have questions, please call Harvey Brenneise at 6242, or Sallie Alger at 6264.

## **SEVENTH-DAY ADVENTIST PERIODICAL INDEX ONLINE**

This summer the electronic version of the Seventh-day Adventist Periodical Index was loaded as an alternate database in JeWeL, the library's online catalog. This index corresponds with the print index of the same name, published in the James White Library by the North American Division of SDA's in cooperation with the Association of SDA Librarians under the editorship of Dan Drazen, as well as the index to SDA obituaries compiled under the direction of the library's Adventist Heritage Center.

At present, the periodical index includes citations to articles published from 1983 to the present, as well as some published in 1980 and 1981. Because of various problems in making an electronic database from data originally intended for publication in a printed product, this index is still under development. The obituary part of the index covers all years of the Adventist Review, Atlantic Union Gleaner, Lake Union Herald, Pacific Union Recorder, and Southwestern Union Record. Other union papers are still only partially indexed. However, the project of complete indexing continues. Some of records have not yet been successfully loaded into JeWeL, but this should be completed in the near future.

The dream SDA librarians have for the future is to extend this index back chronologically as well as index more contemporary publications by and about Adventists around the world. All new entries in both indexes are input into the database in real time, making the data immediately available to users without having to wait almost a year and a half for the print index to be published. The index is available without charge to anyone with Internet access.

## **ALGER GETS FACULTY RANK**

At the July meeting of the Andrews University Board, Sallie Alger received faculty appointment to the College of Arts and

Sciences as an Instructor. Alger, who has worked in various library departments over a period of several years, completed her master's degree in library science at Indiana University last fall.

After leading the Periodicals Department for one year, Ms. Alger on July 1 became the head of one of James White Library's new departments, the Department of Technical Services, which centralizes acquisitions, cataloging, and periodicals.

## **STATISTICS SHOW INCREASE IN LIBRARY USE**

James White Library's annual report for 1993/94 shows a significant increase in general circulation. The report shows a rise from 59,000 loans in 92/93 to almost 87,000 in 93/94. The increase coincides with the first year's use of the Innopac system for circulation.

Library director, Keith Clouten, wonders whether the campus-wide availability of the library's online catalog, JeWeL, has been a factor in the higher circulation figure. "It has been demonstrated in some other places that one of the effects of an online public access system such as JeWeL is an increased awareness and usage of print materials," he commented.

The end-of-year statistical report revealed that the library has a total of 1,238,000 volumes, a rise of 19,000 from the previous year. These figures include microforms in volume equivalents. Traditional print volumes (books and bound periodicals) totaled 563,000 at June 30, 1994.

## **CONSTITUTIONAL RECORDS DONATED**

This past summer the library received a donation of official records of the State of Michigan's 1961 Constitutional Convention. James Burton Richards, of Eau Claire, and a graduate of Andrews University, was a member of the 1961 Convention, and the records he has donated to the university offer a day-by-day account of the proceedings which led to ratification of the state constitution.

The 3,500-page record, plus brochures used at that time to encourage voting for the constitution, have been placed in the Adventist Heritage Center at James White Library. For more information, contact the Center's curator, James Ford.

## **REAL FOOD NOW IN JW**

Food for the mind has always been the primary stock of James White Library. Now, though, the library also has food for the body, available via two vending machines which have been placed in the Lunch Room on the Lower Floor.

The vending machines have been placed in response to patron requests, and should be regarded as a trial arrangement for this school year. Patrons are asked to limit use of food and drink to the lunch room, and to clean up after use. Rodents, roaches and other nasties are attracted by food scraps and are not friendly to library materials.

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Contributors to this issue of UNCLASSIFIED were Harvey Brenneise and Keith Clouten.

*UNCLASSIFIED is edited and produced by the James White Library Director's Office. Published in January, February, April, May, September, October, and November. Items for inclusion should reach the Director's Office by the first working day of the month of publication.*